CITY OF MARTINSVILLE, VIRGINIA JOB DESCRIPTION

JOB TITLE: BUDGET ANALYST	DEPARTMENT: FINANCE
REPORTS TO: FINANCE DIRECTOR	CLASSIFICATION: GRADE 17
FLSA STATUS: EXEMPT	DATE: 8/2013 (REVISED)

NATURE OF WORK

Performs difficult professional, supervisory, and analytical work which involves the coordination, development, oversight, and analysis and continuing review of the City's annual operating and capital budgets. The employee prepares specialized management reports on revenues, expenditures, and budget recommendations and policies. Coordinates the annual budget process and assists in presentation of budget to the City Manager and City Council. Considerable independent judgment is required to plan and carry out assignments. Work is performed under the supervision of the Finance Director and is reviewed for adherence to budgetary, fiscal and program policies and the effectiveness of results.

EXAMPLES OF WORK

- Assists in the development of the annual operating and capital budgets for the City; advises the Finance Director of revenue and expenditure estimates and the City's financial position.
- Examines and analyzes budget estimates for completeness and accuracy to ensure compliance
 with prescribed budget procedures, regulations and prevailing policies; reviews historical
 expenditures patterns and makes recommendations regarding budget proposals and cost
 allocations based on availability of funds, appropriateness, and conformity to City policy and
 strategic plans.
- Monitors expenditure budgets and trouble-shoots problems; provides timely information to the Finance Director through financial reports, analysis, and statements relative to all aspects of the city's financial operations.
- Assists in preparation of quarterly financial updates for presentation to City Council in January, April, July, and October.
- Confers with independent auditors during the review of the City's financial, workers'
 compensation, and related financial records. Upon completion of the annual audit, prepares
 specialized financial and year-end audit reports and assists with permanent closure of prior
 fiscal year books.
- Performs related duties as assigned or required by the Finance Director.

MINIMUM QUALIFICATIONS OF WORK

Graduation from an accredited college or university with a Bachelor's Degree in accounting, public administration or a related field is preferred; OR a combination of education, training and experience that equates to college coursework, professional development courses, and financial experience which provides the demonstrated knowledge, skills and abilities.

Comprehensive knowledge of the principles and practices of accounting and budgeting and their application to a wide variety of accounting transactions and problems as applied to municipal government; thorough knowledge of the principles, underlying general laws and administrative policies

governing municipal financial practices and procedures. Thorough knowledge of office and auditing practices.

Ability to analyze and evaluate accounting and program information and perform mathematical computations including percentages, profit and loss, and other calculations applicable in a financial operation. Ability to assess the fiscal needs of City departments and agencies and to apply accounting principles and practices.

Ability to prepare clear and concise fiscal reports, adjust workload change, and work under pressure to meet deadlines.

Ability to prepare complex financial reports; ability to express ideas clearly, verbally and in writing.

Must have use of sensory skills in order to effectively communicate and interact with employees and general public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.